

### Role Description

<b>Role Title:</b>	<b>Member of the Scientific Committee representing oculoplastic</b>
<b>Reports to:</b>	Chair of the Scientific Committee
<b>Term of office:</b>	Up to three years, renewable once The post is unpaid, travel and other costs are reimbursed in line with the RCOphth expenses policy
<b>Time commitment</b>	Estimated at 8 days per year for meetings, seminars and Congress plus email correspondence

### Background information

The Royal College of Ophthalmologists champions excellence in the practice of ophthalmology. We are the only professional membership body for medically qualified ophthalmologists and for those who are undergoing specialist training to become ophthalmologists with over 4,000 members worldwide.

The College acts as the voice of the profession, we set the curriculum and examinations for trainee ophthalmologists, provide training in eye surgery, maintain standards in the practice of ophthalmology, and promote research and advance science in the specialty. Ophthalmologists are at the forefront of eye health services because of their extensive training and experience in the area.

The Scientific Committee's purpose is to promote science and research in ophthalmology and to actively promote excellence in patient care through evidence based ophthalmology and the translation of research into innovation in clinical practice ([Scientific Committee Terms of Reference](#)). It reports to Council and is ultimately responsible to the Trustee Board.

### Main Purpose and Deliverables

Subspecialty representatives on the Scientific Committee will contribute to the delivery of its strategic aims.

- To promote scientific research and innovation in ophthalmology and visual sciences
- To promote the translation of academic advancement into ophthalmic clinical practice
- To support educational and academic meetings in ophthalmology
- To promote the use of evidence-based guidelines in ophthalmology
- To support scientific publications related to ophthalmology
- To promote links with other academic stakeholders such as the Academy of Medical Colleges, industry and funding bodies.

## Main Areas of Work and Responsibility

- To attend Scientific Committee meetings, contribute to discussions and report on issues of relevance
- Assist the College in developing appropriate communications to members and non-members
- To participate in the planning and delivery of the Annual Congress, including the Sub-Specialty days
- To participate in the planning and delivery of College seminars, including delivering at least one seminar within a 3-year period of membership of the Scientific Committee.
- To reply to external inquiries related to their sub-specialty, including those from NICE
- To contribute to the writing of guidelines, patient information leaflets and College statements
- Ad hoc meetings: e.g. meetings with other officers or College members of staff, liaison with other bodies, representing the College at meetings. These are infrequent and can normally be arranged at times to suit the post holder. The College encourages the use of video and telephone conferencing wherever possible and appropriate and will arrange this on request.
- The College base is in Central London, but this role may require travel to meetings and events in and around London, the UK and occasionally overseas with some overnight stays as well as occasional working outside of normal office hours. Travel costs will be reimbursed as per College guidelines.

## Key Working Relationships

- Colleagues – sharing information, working collaboratively, providing advice
- Members and Officers – providing information and support
- Other Royal Colleges – networking, collaborating on joint projects
- External stakeholders sharing information, working collaboratively, providing advice information and support

## Scope and Accountability

<b>Legal, regulatory and compliance responsibility</b>	<ul style="list-style-type: none"> <li>• Compliance with health and safety procedures, including prompt reporting of any defects, risks or potential hazards</li> <li>• Compliance with the organisation’s data protection and privacy policies</li> </ul>
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## Person Specification

	Criteria	Essential (E) Desirable (D)
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Fellow or Member of the Royal College of Ophthalmologists in good standing</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Substantive NHS consultant/academic appointment with honorary NHS consultant appointment for at least three years</li> </ul>	E
	<ul style="list-style-type: none"> <li>• UK License to Practice</li> </ul>	E

	<ul style="list-style-type: none"> <li>• UK resident</li> </ul>	E
<b>Knowledge, Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a committee environment</li> </ul>	D
	<ul style="list-style-type: none"> <li>• Demonstrable understanding of the principles of scientific research and its applicability to UK clinical practice</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience of running educational events for colleagues</li> </ul>	D
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Confident communicator with written and verbal communication skills; the ability to relay key routine information and handle ad hoc enquiries</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Solves problems logically and seeks additional information where necessary</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Good organisational, prioritisation and time management skills and meets deadlines in an accurate manner</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Actively listens to what others say, responding positively in all interactions</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Ability to build relationships and rapport, responding to enquires in a timely manner</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Ability to respond flexibility and adapt approach in response to changing policy and changing priorities</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Acts with honesty and integrity</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Commitment to equality and diversity and understanding of how this applies to own area of work</li> </ul>	E
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Committed to own continuing professional development</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Occasional requirement to work evenings or weekends or travel</li> </ul>	E